

**FJA-1**  
*(Administrative Report of Work Content)*

**TEAR-OFF COVER SHEET**

**(Do Not print this document double sided.)**

In order to properly track the process of reclassification requests submitted by employees, it is necessary to complete this tear-off cover sheet and submit it **directly** to the Bureau of Human Resources at the time the FJA-1 is submitted to the supervisor for their signature.

The names, titles, and dates entered on this sheet should be the **same** as the corresponding information on page 1 of this FJA-1 form.

***Only the tear-off cover sheet should be submitted directly to the Bureau of Human Resources; the remainder of the FJA-1 should be processed through the Agency's Personnel Office.***

<i>(Employee's name - please type or print legibly)</i>	<i>(Title)</i>	<i>(Date submitted to supervisor)</i>

<i>(Supervisor's name - please type or print legibly)</i>	<i>(Title)</i>

\_\_\_\_\_  
*(Employee's signature)*

**BUREAU OF HUMAN RESOURCES  
#4 STATE HOUSE STATION  
AUGUSTA, ME 04333-0004**

<b>FJA-1 ADMINISTRATIVE REPORT OF WORK CONTENT</b> <b>STATE OF MAINE BUREAU OF HUMAN RESOURCES</b>	<b><u>POSITION NUMBER</u></b> (Leave Blank)
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**TO BE COMPLETED BY DIRECTOR, BUREAU OF HUMAN RESOURCES**

TYPE OF POSITION: ☐ CLASSIFIED ☐ UNCLASSIFIED

ASSIGNED CLASS TITLE and if applicable, WORKING TITLE	ASSIGNED RANGE
SIGNATURE OF DIRECTOR, BUREAU OF HUMAN RESOURCES	DATE

**TO BE COMPLETED BY EMPLOYEE OR AGENCY PERSONNEL UNIT**

TYPE OF REQUEST <input type="checkbox"/> NEW POSITION <input type="checkbox"/> RECLASSIFICATION <input type="checkbox"/> RANGE CHANGE <input type="checkbox"/> NEW CLASSIFICATION		TYPE OF POSITION <input type="checkbox"/> CLASSIFIED <input type="checkbox"/> UNCLASSIFIED (include statutory reference)	
EMPLOYEE NAME		LOCATION OF POSITION	TELEPHONE NO.
PRESENT TITLE	RANGE	NAME OF SUPERVISOR	TELEPHONE NO.
DEPARTMENT		BUREAU/DIVISION	
<p>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out government functions. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.</p>			
SIGNATURE OF INCUMBENT			DATE
SIGNATURE OF IMMEDIATE SUPERVISOR			DATE
SIGNATURE OF AGENCY PERSONNEL DESIGNATE			DATE
SIGNATURE OF AGENCY COMMISSIONER			DATE

**Document Revision History**

04/08 Rewrite (eliminated former sections 6, 7, 11, 12, and 13)

### 1. Primary purpose of unit, division, and agency (Why does it exist?)

## 2. Primary purpose of THE POSITION (Why does it exist?)

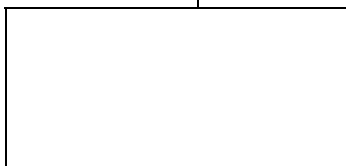
**3. List names and titles of the supervisor and any other positions providing functional direction to THE POSITION.**

**4. Complete the wire diagram to show THE POSITION within the organizational structure.**

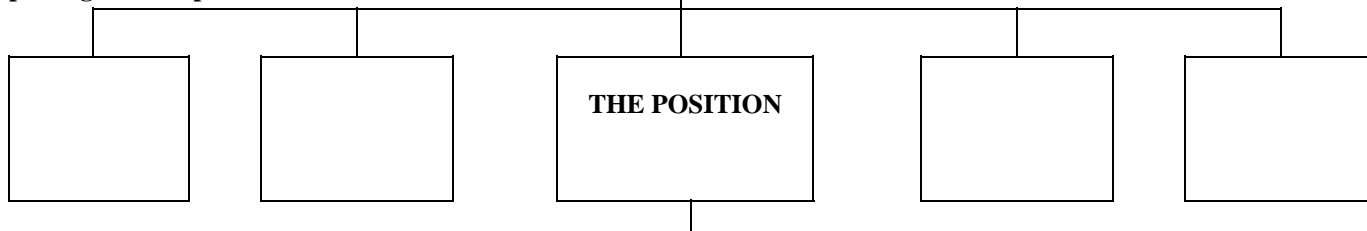
**(TITLE & NAME of Manager)-----**



**(TITLE & NAME of Supervisor)-----**



**Other titles and names of incumbents reporting to same position are:**



**Who does THE POSITION supervise? (List titles and names.)**

**What responsibilities are delegated to the employees listed above?**

<b>5. List the types of decisions THE POSITION has authority to make.</b>			
<b>6. Amount of dollars for which THE POSITION is directly accountable.</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><b>DOLLAR IMPACT</b></td> </tr> <tr> <td style="padding: 5px;">\$</td> </tr> </table>	<b>DOLLAR IMPACT</b>	\$
<b>DOLLAR IMPACT</b>			
\$			
<b>7. In your own words, list knowledges and abilities essential to THE POSITION.</b>			
<b>8. Other than standard office equipment, list the types of equipment used in performance of job duties.</b>			
<b>TYPE OF EQUIPMENT</b>	<b>FREQUENCY</b>		
<b>9. List the departments and contacts with which THE POSITION has a regular working relationship.</b>			

<b>10. In your own words, list THE POSITION responsibilities: (Total % of Time should equal 100%)</b>		
<b>Task #</b>	<b>% of Time</b>	<b>Task</b>
<i>Example 1</i>	<i>10%</i>	<i>Develops project proposals using state and federal guidelines in order to obtain funding for the agency.</i>
<b>11. Justification for request; identify changes to THE POSITION and/or reason(s) for the request.</b>		

# INSTRUCTIONS FOR COMPLETING THE FJA-1

## Administrative Report of Work Content

(Updated April 2008)

The ADMINISTRATIVE REPORT OF WORK CONTENT (FJA-1) is designed to provide Agency personnel with a uniform method of describing work content. An individual Position Detail Record (PDR) for each position involved must accompany the FJA-1. The PDR form will be attached by the Agency Personnel Unit. If the FJA-1 is to establish a new position, the Agency will submit a PER-51.

### **TEAR-OFF COVER SHEET**

This tear-off cover sheet is required in order for the Bureau of Human Resources to properly track the process of reclassification requests submitted by employees. The employee completing the FJA-1 must complete and submit the tear-off cover sheet directly to the Bureau of Human Resources at the time the FJA-1 is submitted to the supervisor for their signature; the rest of the FJA-1 should be processed through the agency's Personnel Office.

### **PAGE 1 - GENERAL INFORMATION**

#### **PART I AND II - TO BE COMPLETED BY DIRECTOR BUREAU OF HUMAN RESOURCES AND AUTHORIZED AGENCY PERSONNEL UNIT.**

Complete as indicated, noting geographic location / building & room number under LOCATION OF POSITION. Signatures of the IMMEDIATE SUPERVISOR, AGENCY PERSONNEL DESIGNATE, AND AGENCY COMMISSIONER certifying the accuracy of the information must be present before submission to BHR. In the event the Immediate Supervisor and other certifying officials disagree with the content of the FJA-1 and agreement cannot be reached with the incumbent, a memo specifying the differences **must** accompany the FJA-1.

### **PAGE 2 - ORGANIZATIONAL INFORMATION**

- Item 1 - List the smallest operating unit (section, division, bureau, etc.) containing the position and provide a brief description of the unit's assigned function.
- Item 2 - Indicate reason this position exists within the organization and the manner in which it contributes to the unit's assigned function.
- Item 3 - List (using proper classification titles) all employees from whom this position receives work assignments and/or direction.
- Item 4 - Complete as specified. Be sure to use proper classification titles, not local or in-house titles. Be as complete as possible. If possible, attach an official organization chart.

### **PAGE 3 - MANAGEMENT AND POSITION INFORMATION**

- Item 5 - Give examples of the kinds of decisions made, showing how they are limited by policies or higher authority.
- Item 6 - DOLLAR IMPACT - Indicate dollar amount affected by the individual position on an annual basis.
- Item 7 - List the essential knowledge and abilities necessary to perform the tasks listed under item 9.
- Item 8 - Other than standard office equipment, list equipment used on a regular basis and the percentage of job time spent operating each item listed.
- Item 9 - List the departments and contacts with which the position has a regular working relationship.

### **PAGE 4 - TASK STATEMENTS AND JUSTIFICATION**

- Item 10 - List tasks which are specific and the most important and critical to the position(s). The percentage of time typically spent on each task **must** be provided and total should equal 100%.
- Item 11 - For all reclassification and range change requests, list all duties and responsibilities which have been added to/deleted from the position and which may impact its current classification or range. For new positions, indicate the reason(s) the position is required (e.g. departmental/unit reorganization, redistribution of existing duties, new program, etc.). Include any statutory/legislative authority for establishing the position.

**No action will be taken by the Bureau of Human Resources (BHR)  
unless the FJA-1 is properly completed, signed, and processed.**